

**Town of Westford
Parks & Recreation Commission Minutes
May 1, 2006
Cameron Senior Center
Pleasant Street
7:00 P.M.**

The following are the minutes of the May 1, 2006, Town of Westford Parks & Recreation Commission meeting. A permanent set of these minutes (maintained for a period of six years) is retained in the Town Clerk's office. A set of these minutes and a tape recording are retained in the Parks & Recreation Department.

Commissioners Present: Kacy Caviston, Wayne D'Agostino, John Johnson, Carolyn Metcalf, Steve Spinney, Mary Ellen Tynan

Staff Present: Patricia Savage, Director, Sandra Habe, Asst. Director

I. Approval of Agenda (7:50p.m.)

Carolyn motioned to approve the agenda. Steve seconded it. Motion passed unanimously.

II. Approval of Meeting Minutes – February 6, 2006

Mary Ellen motioned to approve the April 3, 2006 minutes. Carolyn seconded the motion.

III. Projects/Tasks

A. East Boston Camps –

a. EBC Master Plan Committee – The committee met with the consultant who planned out many actions for the next year. Mary Ellen is in charge of the survey. Members were given tasks to accomplish over the year. The survey is a list on on-going activities, potential activities. There will be many questions but not too many choices that would confuse the results. There will be information available at the Strawberry Festival.

b. Parks & Recreation – Nutting Road

- i. Wetland flagging has been completed.
- ii. Field Development plan – a mock plan was created for the meeting. The commission needs to look at the area and begin to actually design the fields.
- iii. Neighborhood Meeting – The commission had a meeting on April 26 with the neighbors last Wednesday at Stony Brook Middle School. A mock plan was shown for review. 26 abutters were invited to the meeting. The mock plan showed three fields. Pat and Sandra took notes; they are attached to the back of the agenda. The neighbors did bring up their concern that beavers are impacting the brook. The Town has contracted Beaver Solutions.

Pat quickly reviewed some of the points made at the meeting. People were concerned about traffic, the number of fields, buffer zones, the vote taken at Town meeting and spring flooding issues on Nutting Road. The purpose of the meeting was to get input from the neighbors regarding the whole area. It seemed that some of the people thought the Commission had already decided what would be done with the property. We tried to make it clear that we were seeking input and that this plan is to give an idea of the potential for how the fields could be developed.

The two individuals most impacted by the fields are in favor of the fields being developed.

Pat spoke with Bill Turner to let him know that we had the meeting. He is in favor of the in-filled turf. Pat also let Steve Ledoux, Town Manager and Dini Healy-Coffin, Chair of the Board of Selectman, about the meeting and about the neighbor's comments/concerns.

Pat sent an email to everyone thanking them for attending the meeting. She received a positive email from Bianca stating that she appreciated being involved in the process.

- iv. **Booster's/fundraising** – Bob Walters, Westford Youth Soccer Association, is interested in the development of in-filled turf. Pat reminded him that lacrosse is already raising money to support the fields. Community Preservation Act money may be available for the design phase. Mary Ellen expects that we'll need to raise half of the money in order to get CPC funds.
Acton and Newton has used CPC funds to develop in-filled turf fields. There is currently a lawsuit in Newton challenging the use of CPC funds for this purpose. Individual Town's Counsels determine how CPC funds can be used.
- v. **Next Steps** – We need to get cost estimates for engineering and design of the fields. Wayne will talk to John Amatto. The Commission needs to decide what they want to include in the design. A traffic study needs to be done. Pat will speak to the town engineer about a traffic study. Pat will also speak to Norman Khumalo, Asst. Town Manager, regarding his recommended next steps for the commission to take with the fields. He will let us know what the planning board will want to see, because we need to know how the planning board is classifying this project. Steve asked if we are planning on a concession stand and storage building. At this time everything is open to discussion.
The CPC application for design of the fields is due in August.
Once the next steps are determined we can put together a timeline for the project.

B. Facilities

- a. **Old Highway Garage** – No dates have been given for the move from the old highway garage to the new garage.
- b. **VMC (Veterans Memorial Complex)** – The backboards for the Stony Brook tennis courts are going to be installed tomorrow. Dini is working on getting confirmation for the use of the plans that show the tennis courts. A fundraising

dance for the sixth grade middle school students will be held this Friday night at Stony Brook.

The Stony Brook student council donated \$500 to the tennis courts.

- c. **Ice Hockey Rink and Swimming Pool** – The spread sheets are completed. Pat found Article 24 that states that the Boston Road parcel was to be used for recreation; this was a surprise to town administration. Bill Turner helped Pat uncover this information. There is another meeting with John Amatto at the Westford Grill to talk about the pool and rink tomorrow night. Wayne will ask him about the sport fields at that time.

C. Properties – Town owned land document needs to be checked by Bill Turner

- a. **Boston Post Road** – Article 24 shows that the land was voted to be used for recreation.
- b. **Lavallee Venture** – There is no mention of recreation use.
- c. **Pumpkin Patch** – Pat will talk to Bill Turner about the passive use of the field.
- d. **Tech Park West** – No new information.
- e. **Adams** – No new information
- f. **Modern Continental** – No new information

D. American Legion – Playground (spring 06 completion)

A diagram of the playground was included in the information packets supplied with the agendas. Initially we had only one set of swings. The pricing came in lower than expected so we were able to add in another set of swings. The playground surface is a wood fiber carpet. It will take 4 to 6 weeks for the playground equipment to be delivered. We will set delivery for the end of June, so the Baseball/Softball season will be over.

An eagle scout would like to do a project at the American Legion field. Pat suggested he build benches into the slope of the wooded area. The stepped seating will solve the erosion problems as well as take care of safety issues in that area. Pat also suggested building circular seating or a picnic/game table.

E. Marketing – no new information

F. Rules & Regulation policies and signs - John and Pat will continue to work on this project.

G. Credit Card - no new information

H. Town Wide Coaches Rules Policy - no new information

I. Pooper Scooper Laws – Pat and John will meet to discuss potential local action. The schools and Board of Health will most likely be interested in participating in this initiative.

V. Reports/Updates

- A. Westford Partnership for Children** – There were 229 children registered for March/April. Pat told the commission that Lois Valleau does a great job with registration and general responsibilities of WPC. This is the time of the year that our numbers fall off. We are working on the summer plans.
- B. Budgets** – We are closing out the fiscal year.
- C. Fields/Parks:**
 - a. Grounds –VFW field lighting needs to be updated. The adult groups would have to contribute to the funding of the project.
Stony Brook has a serious grub problem.
 - b. Structures – no new information
 - c. Fencing – no new information
 - d. Parking – (American Legion parking) — no new information
- D. Comprehensive Town Master Plan** – There has been another meeting. Individuals were assigned to bring in individual master plans from the departments or areas that they represent.

VI. Old Business

- A. Pesticide Policy** – Pat met with Steve Ledoux who recommended that the residents directly speak to the School Department rather than having a member of the Pesticide Policy Committee approach them.

VII. New Business

- A. Eagle Scout** - Tennis backboard at Whitney courts. We may ask him to use MDO board.
- B. Whale** – Michael Taevs one of our WPC site director has put together a plan to obtain a decaying pilot whale that eventually will be rearticulated as part of the after school program.
- C. Town Meeting** –
 - a. Article 4 – Wage & Classification – no action
 - b. Article 6 – FY'07 Operating Budget
 - c. Article 9 – Revolving Funds There are issues around the School Department's parking fees.
 - d. Article 12 – CPA Cemetery and Rail Trail
 - e. Article 13 – Capital Tractor loader backhoe and columbarium
 - f. Article 19 – Email There is petition article that creates an email for all board members.

VIII. Adjournment

Kacy motioned to adjourn. Mary Ellen seconded the motion. Agreed unanimously.
Next meeting is June 5.